



March 25, 2013

Dear Vendor:

Child Care Aware of Virginia has a contract with the Virginia Department of Social Services to collect and maintain the required documents needed to register you for continued payments as a child care vendor for the Child Care Assistance Program.

PLEASE SUBMIT THE FOLLOWING:

READ, COMPLETE AND SIGN THE ENCLOSED VENDOR AGREEMENTS. THERE ARE TWO (2) COPIES.

BOTH (2) COMPLETED, SIGNED AGREEMENTS MUST BE RETURNED BY MAIL TO CHILD CARE AWARE OF VIRGINIA, DUE NO LATER THAN FRIDAY, APRIL 12, 2013.

PLEASE RETURN ALL PAGES OF BOTH COPIES.

**The Agreements cannot be sent via fax or email. They must be mailed.*

Please note that the Agreement has changed. You must agree to these new terms, which are effective June 1, 2013. You must return the signed Agreements in order to continue receiving payment. Even if you have recently signed paperwork, you still need to sign and return these new agreements.

IF YOU DO NOT RETURN BOTH (2) AGREEMENTS, YOUR PAYMENTS WILL STOP.

If you need assistance, please contact your Child Care Aware of Virginia regional office by calling 1-866-KIDS-TLC (1-866-543-7852). You will be asked to enter your zip code and you will be connected to the proper agency.

Thank you for your prompt attention to this requirement!

MAIL BOTH COMPLETED, SIGNED AGREEMENTS TO:

**CHILD CARE AWARE OF VIRGINIA
308 TURNER ROAD, SUITE A
RICHMOND, VA 23225**